Heather Stover
P.O. Box 522
East Hickory, PA 16321
814-463-9321
hstover@zoominternet.net

August 4, 2009

Dr. Karen Pascale Director of Human Resources Warren County School District 185 Hospital Drive North Warren, PA 16365

Dear Dr. Pascale:

My name is Heather Stover. I am currently employed as an itinerant special education teacher with the Warren County School District. I am interested in obtaining my special education supervisory certificate through Penn State World Campus. This program requires the completion of 15 credits. I respectfully request Warren County School District considers reimbursement for tuition expenses upon the successful completion of required courses.

I believe this is a great opportunity to further my knowledge in the field of special education to better assist our students. I thank you for your consideration.

Respectfully yours,

Heather Stover

PENNSTATE -



Department of Educational and School Psychology and Special Education

The Pennsylvania State University 125 CEDAR Building University Park, PA 16802-3108 Department: 814-865-6072 Fax: 814-865-7066

Educational Psychology: 814-863-2286 School Psychology: 814-865-1881 Special Education: 814-863-2287

September 3, 2009

Heather Stover 17689 Rt. 666 East Hickory, PA 16321

Dear Ms. Stover,

I am pleased to inform you that you have been admitted to Penn State's graduate program for certification in the following area: Supervisory Special Education-World Campus.

As you continue with your studies, please contact Dr. James McAfee (jqm@psu.edu). He will provide you with professional guidance and assist you in scheduling the required courses in the appropriate sequence. In order to make your advising experience as efficient as possible, please read the attached advising information document before contacting Dr. McAfee.

After an evaluation of your credentials, it has been determined that you must complete the following courses for the certificate:

EDLDR 560 (Fall 09) SPLED 595C (any semester after Fall 09) SPLED 597B (Summer 10) SPLED 460A (Spring 10) SPLED 460B (Spring 10)

Please refer to the attached advising form for information about course sequence.

In order to meet Pennsylvania Department of Education certification standards for the supervisory certificate, you must have five years teaching experience in the teaching area to be supervised. You must have at least three years prior to admission to the Supervisory Program.

I would like to wish you success as you continue to pursue your academic and professional goals. Welcome to the program and if you have any questions, do not he sitate to contact me.

Sincerely,

James K. McAfee

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I have reviewed the above information for unique need tuition reimbursement. As the requestor's surrequest as meeting a unique need of the Warren County School District and approve the requestor's program by my signature below. Supervisor's Signature:	pervisor, I recognize this participation in this
As superintendent of the Warren County School District, I recognize this request as meeting a unique County School District and approve the request for tuition reinfoursement and the requestor's participmy signature below. Superintendent's Signature:	